

Form To E-File Document With The Board

Transmitting your document using this E-Filing Form is a 2-step process. The first step is to complete the user information below, and to select and attach your document. With the exception of a FAX number, all fields must be completed. You complete the first steps by clicking SUBMIT at the bottom of this page. In the second step you will be asked to verify your information before completing the E-Filing process.

Case Name:*	<input type="text"/>		
	Region	Type	Docket
Case Number:*	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text"/>
Confirm Case Number:*	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text"/>
Party Filer:*	<input type="text" value="-Select-"/>		
	Last Name*	First Name*	Middle Initial
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:*	<input type="text" value=""/> (example: john@company.com)		
Confirm email:*	<input type="text"/>		
Street Address:*	<input type="text"/>		
	<input type="text"/>		
City:*	<input type="text"/>	State:*	<input type="text" value="-Select-"/>
			Zip:*
Telephone:*	<input type="text"/>	<input type="text"/>	
Fax:	<input type="text"/>	<input type="text"/>	
Document Description:*	<input type="text" value="-Select-"/>		
	Please specify <input type="text"/>		
File Type:*	<input type="text" value="PDF"/>		
Attach:*			
(Accepted file types for upload - .txt, .doc, .pdf and size less than 3MB)			
* - required			

[NLRB Privacy Policy](#)

The Board's E-Filing Project is a 120-day pilot program ending October 1, 2003 allowing parties or other persons, using the Agency's Web site, to file documents in unfair labor practice and representation cases which currently may be filed with the Board by fax pursuant to Section 102.114(f) through (h) of the Rules. Filing documents using the Board's E-Filing Form provided in this Web site is limited as follows:

Documents that may be filed electronically

- Requests for Extensions of Time (EOTs) in Unfair Labor Practice (ULP) cases.
- Oppositions to Request for EOTs in ULP cases.
- Requests for EOTs in Representation Cases.
- Opposition to Requests for EOTs in Representation Cases.
- Requests for Additional Pages for Briefs in ULP cases and Representation cases.
- Oppositions to Requests for Additional Pages for Briefs in ULP cases or Representation Cases.
- Requests for Permission to File Amicus Briefs
- Opposition to Requests for Permission to File Amicus Briefs
- Other documents NOT prohibited and for which prior permission to file has been granted by the Executive Secretary's Office

Documents that may not be filed electronically

- Documents to be filed with the Office of the General Counsel (see GC's Electronic Filing).
- Documents to be filed with the Division of Judges
- Exceptions and Cross-Exceptions
- Briefs
- Requests for Review
- Objections to Settlements
- EAJA Applications
- Motions for Default Judgment
- Motions for Summary Judgment
- Motions to Dismiss
- Motions for Reconsideration
- Motions to Clarify
- Motions to Reopen the Record
- Motions to Intervene
- Motions to Transfer, Consolidate or Sever
- Petitions for Advisory Opinions

E-FILINGS MUST BE TIMELY

Parties or other persons using the Board's E-Filing Form provided in this Web site are cautioned not to rely on E-Filing for "last minute" requests. E-Filings must comport with all applicable time requirements including [Section 102.111\(b\)](#). Further, the verification that your document has been successfully transmitted to the Web site does not indicate actual filing and timely receipt by the Board. You will be sent an e-mail notification when your document has been received by the Board's Office of the Executive Secretary. The date and time of receipt noted in the e-mail will be used to determine whether the submission is timely. This e-mail receipt will be delivered to the e-mail address listed on the E-Filing Form.

PREFERRED DOCUMENT FORMAT IS PDF

The preferred format for submitting documents using E-Filing is Adobe's Portable Document Format (*.pdf). However, in order to make the Board's E-Filing system more widely available to the public, persons who do not have the ability to submit documents in PDF format may submit documents in Microsoft Word format (*.doc). Persons who do not have the ability to submit

documents in either PDF or Microsoft Word format may submit documents in simple text format (*.txt). It is required that documents submitted using E-Filing must be (1) in a “read only” format and (2) free from any computer virus.

DOCUMENTS MUST BE VIRUS-FREE

You are responsible for taking all reasonable steps to prevent sending any material to the Agency that contains computer viruses. All submissions using this E-Filing Form will be scanned for viruses. Any submission that contains a virus will automatically be deleted by the Agency’s computer system and thus will not be processed.

ALL DOCUMENTS MUST INCLUDE PROOF OF SERVICE

Any document submitted via the Board’s E-Filing Form must be served on the parties. A statement of service must be included in the document pursuant to the expedited service requirements of Section 102.114(i) of the Board’s Rules and Regulations. Depending on the means of service, the statement of service should include the address and fax number of the individuals and parties served. The Board will not process any E-Filing without an appropriate proof of service.

BOARD’S DECISION WILL ISSUE THROUGH TRADITIONAL MEANS

The Board does not currently issue orders electronically. Accordingly, parties will be notified of the Board’s decision concerning a document submitted via E-Filing through traditional means, typically by mail or facsimile transmission. Should the E-Filer fail to include its fax number on the E-Filing Form, notification of the decision will be by mail.



I Accept the Foregoing E-Filing Terms*



I Do Not Accept the Foregoing E-Filing Terms. Return to the Home Page

Proceed

* Required to proceed further